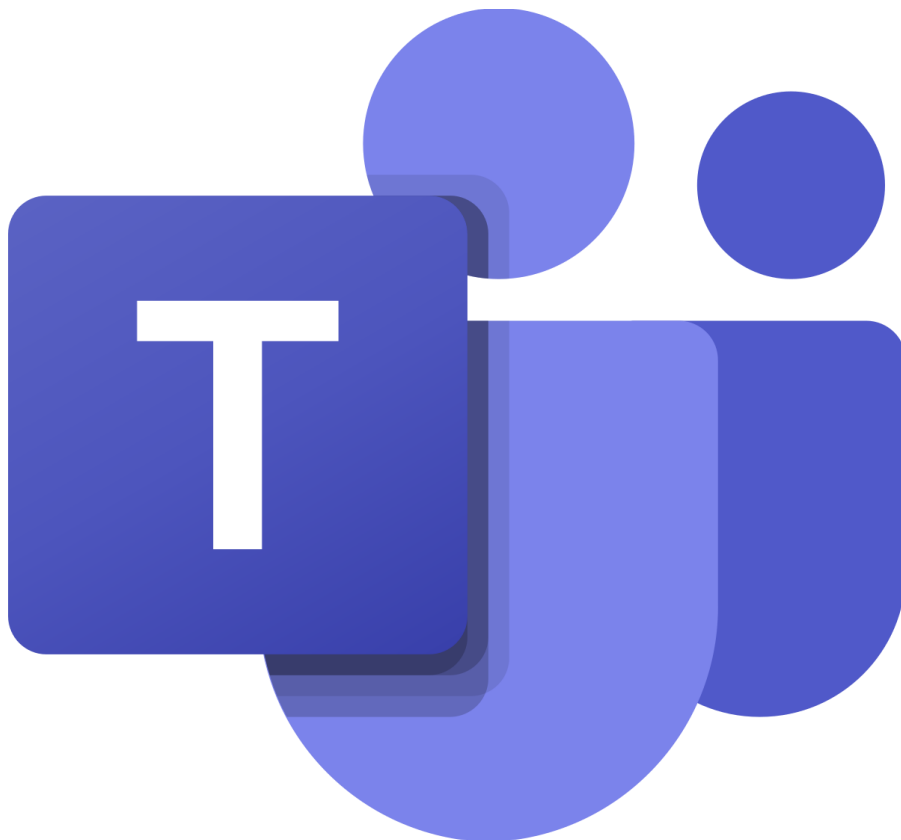


# Microsoft Teams

Priručnik za studente



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## Uvod

**Microsoft Teams** alat je za komunikaciju i kolaboraciju nastao evolucijom Microsoft Skype for Business alata. Dio je Office 365 pretplate i uključuje mogućnosti održavanja video sastanaka, slanje tekstualnih poruka, dijeljenje podataka.

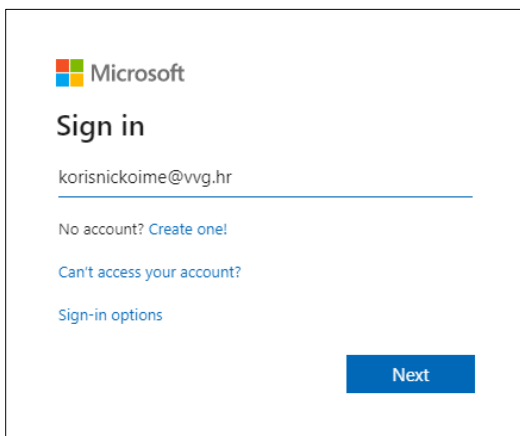
## Pristup

Pristupite prijavi putem Office 365 portala na <https://www.office.com/>

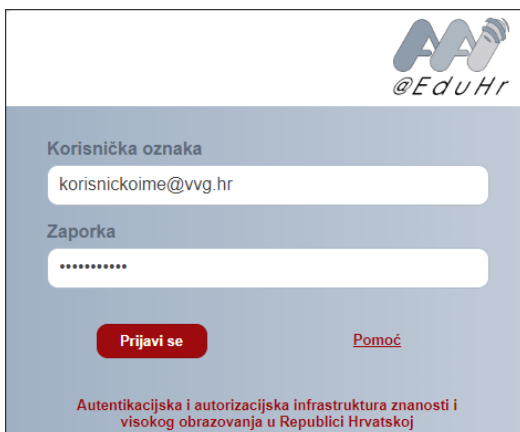
Odaberite **Sign in**



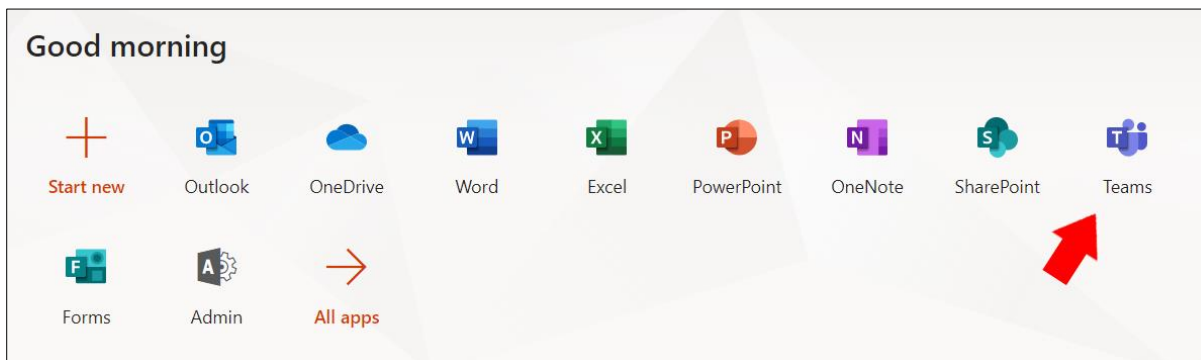
Unesite Vaše **AAI@EduHr** korisničko ime s **@vvg.hr**

A screenshot of the Microsoft sign-in page. It features the Microsoft logo at the top left, followed by the text 'Sign in'. Below this is a text input field containing 'korisnickoime@vvg.hr'. Underneath the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right of the form is a blue button labeled 'Next'.

Ponovno unesite **AAI@EduHr** korisničko ime i lozinku

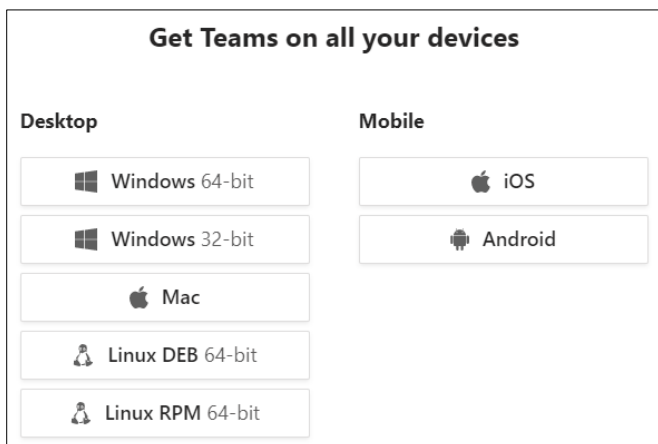
A screenshot of the AAI@EduHr login form. At the top right is the AAI@EduHr logo. Below it are two input fields: 'Korisnička oznaka' (User name) containing 'korisnickoime@vvg.hr' and 'Zaporka' (Password) with masked characters. Below the input fields are two buttons: a red 'Prijavi se' button and a blue 'Pomoć' button. At the bottom of the form is the text: 'Autentikacijska i autorizacijska infrastruktura znanosti i visokog obrazovanja u Republici Hrvatskoj'.

Na početnoj stranici odaberite **Teams**



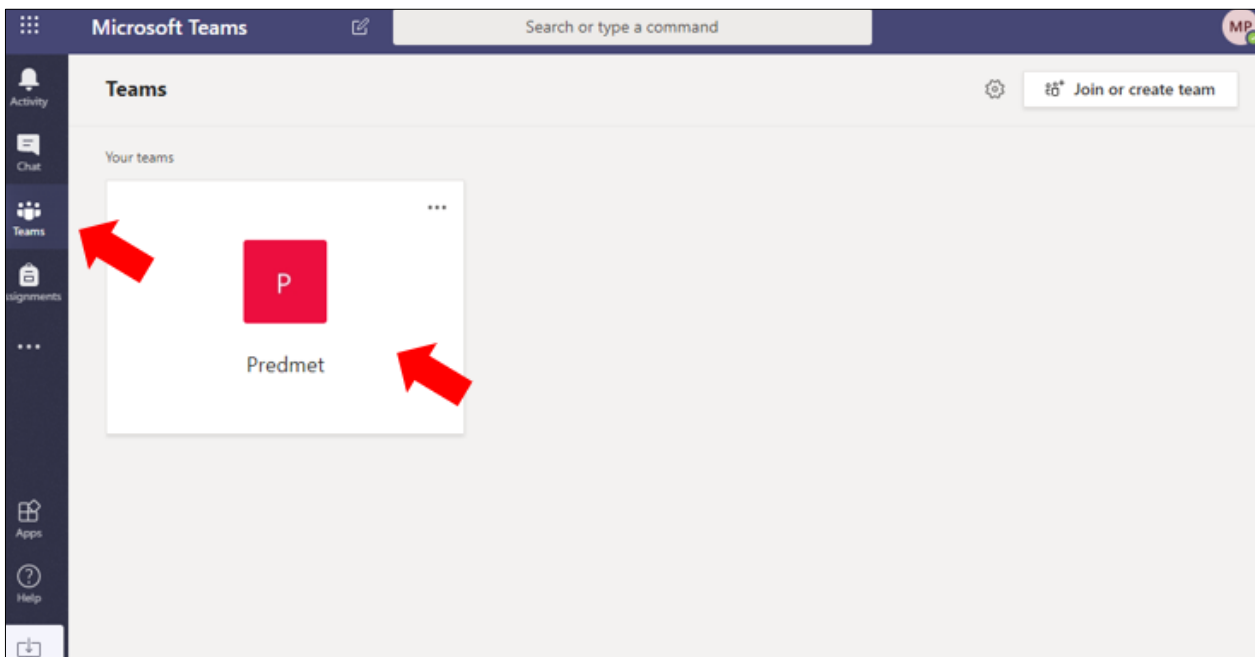
## Preuzimanje

**Microsoft Teams** možete preuzeti i na sljedećoj poveznici kao desktop ili mobilnu aplikaciju  
<https://teams.microsoft.com/downloads>

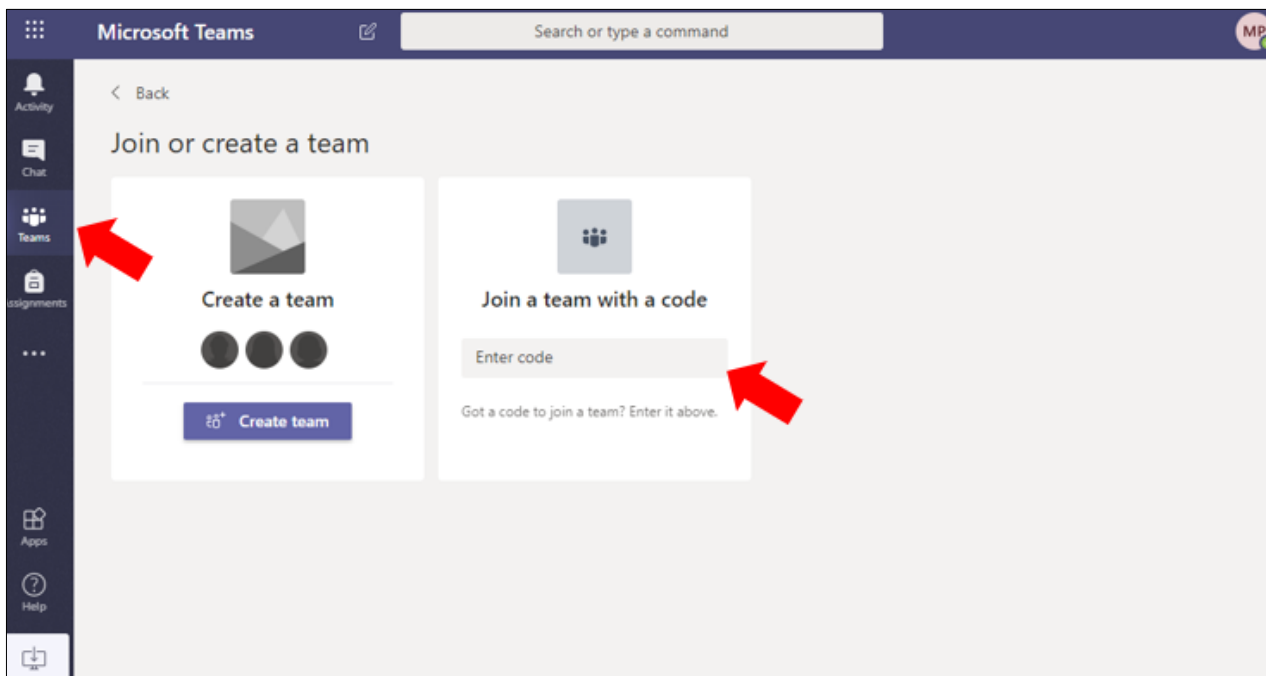


## Pridruživanje timu

Ako vas je nastavnik dodao u tim, taj tim će se pojaviti na popisu timova kada odaberete **Teams**.

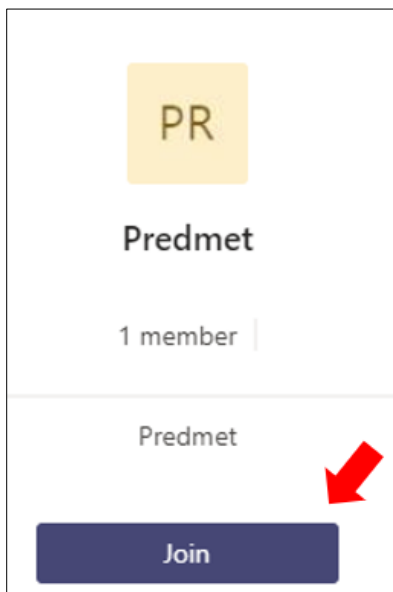


Timu se može pridružiti i pomoću šifre tako da ju upišete u polje **Enter code** i odaberete **Join a team** nakon čega čekate odobrenje za ulazak. Šifru za pristup timu dobiti će te od predmetnog nastavnika.

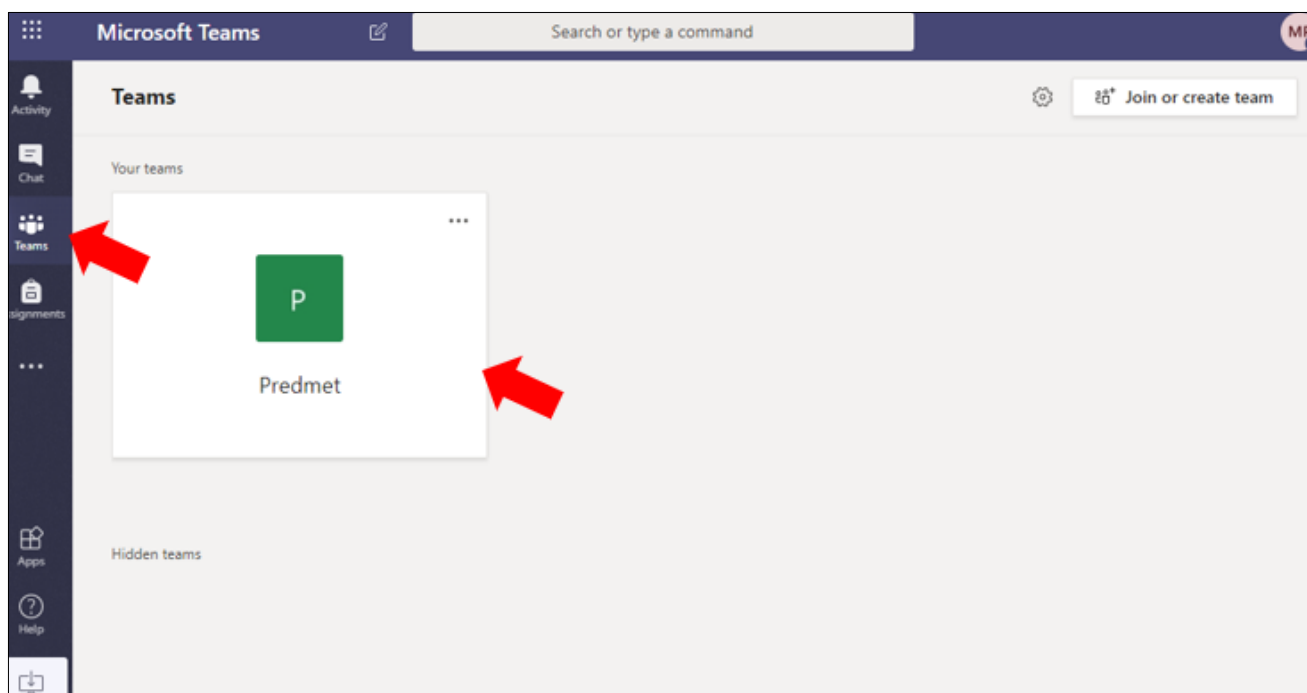


U tim se može ući i pomoću poveznice tima koju Vam šalje nastavnik. Poveznicu tima otvorite u internetskom pregledniku.

Prijavite se u Microsoft Teams pomoću svojih **AAI@EduHr** korisničkih podataka i odaberete **Join**.

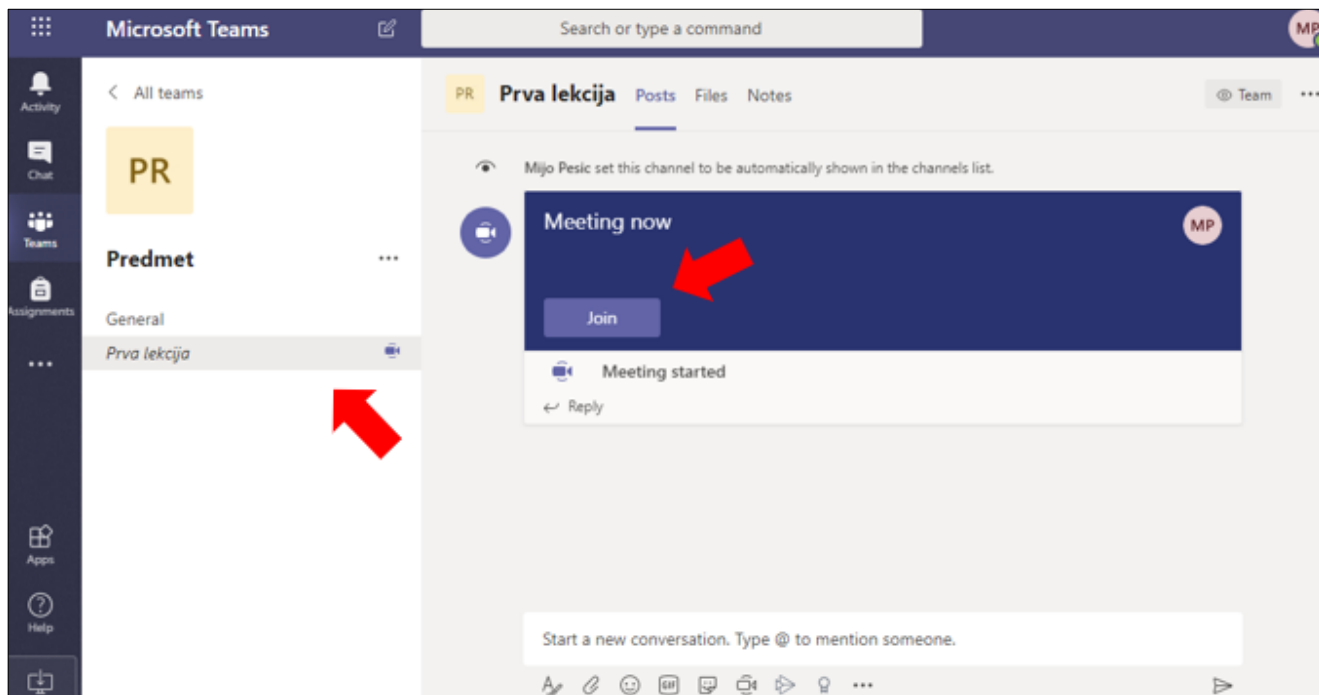


Nastavnik ponovno odobrava vaš ulazak u tim nakon čega se isti vama prikaže.

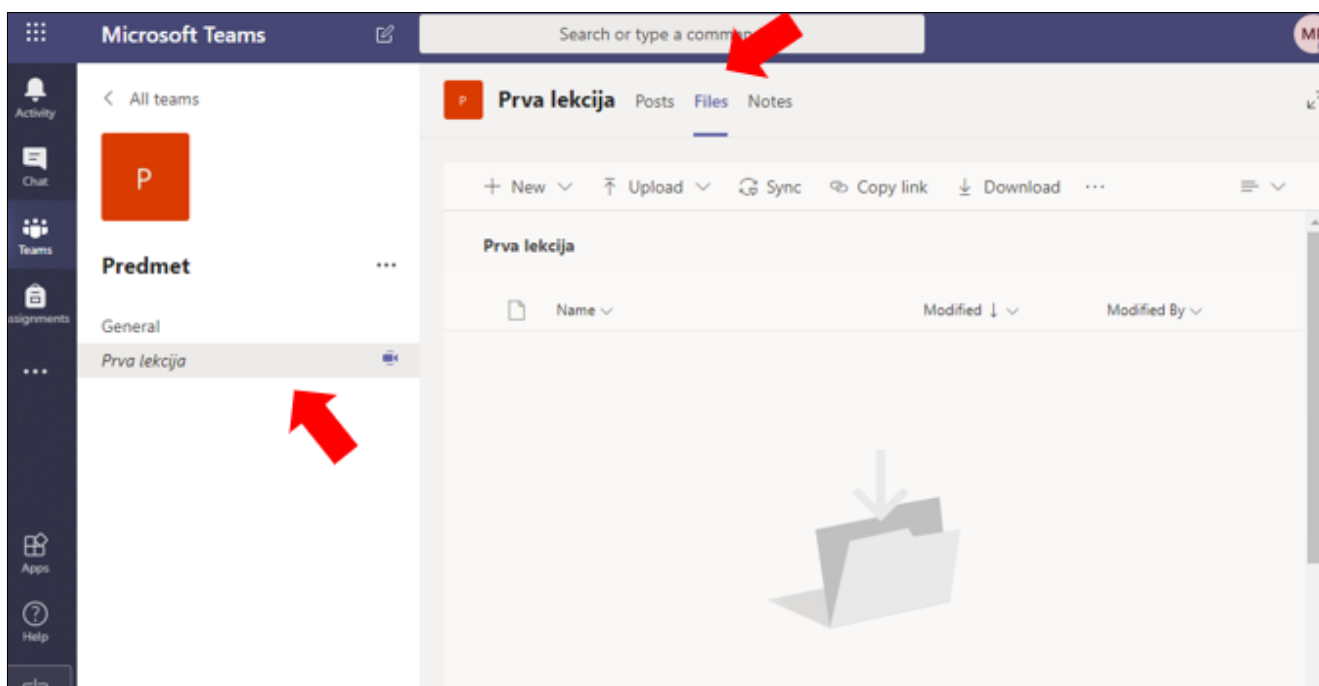


## Pristupanje predavanju

Predavanju pristupate: **Teams** > **Predmet** > **Kanal** > **Join**.

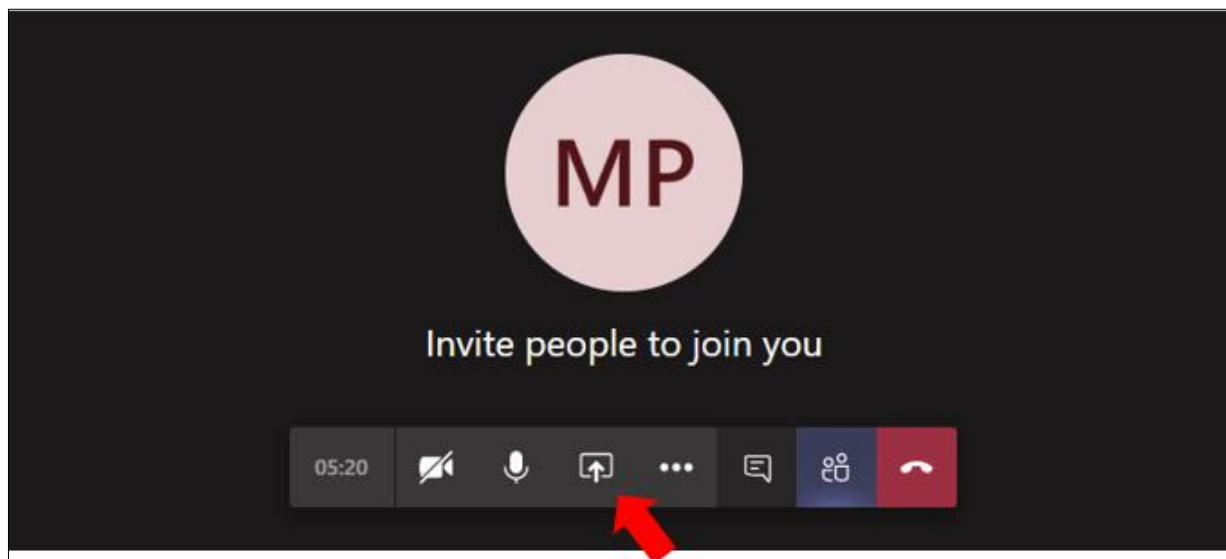


Datotekama koje je nastavnik postavio pristupate: **Teams** > **Predmet** > **Kanal** > **Files**.

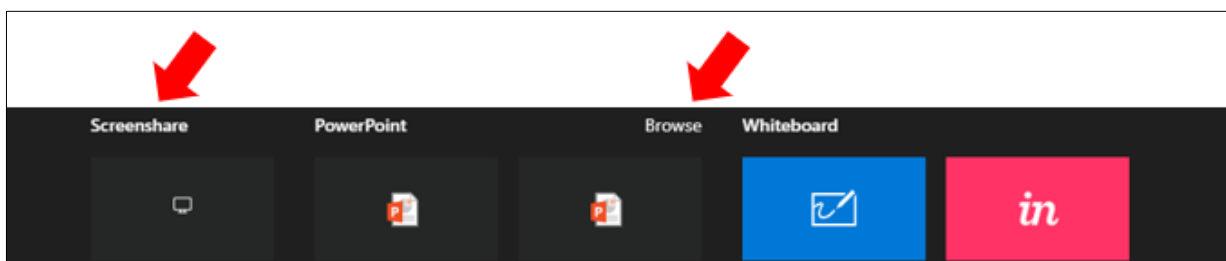


## Upravljanje sastankom

Kako bi prikazali prezentaciju ili radnu površinu odaberite **Share** kao na slici niže.



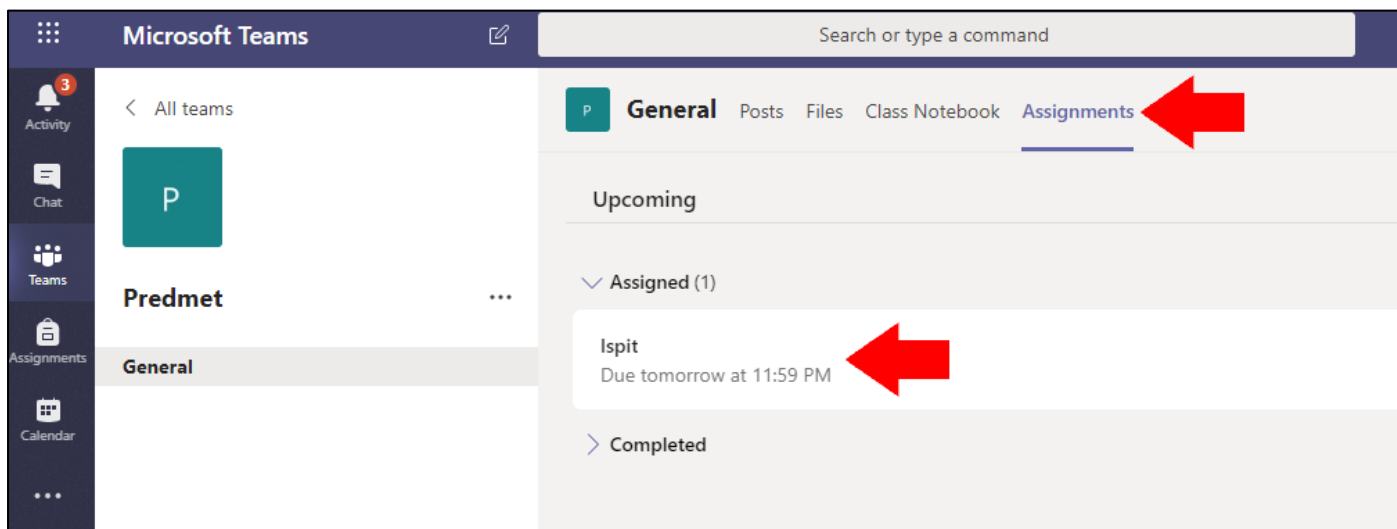
Za otvaranje prezentacije odaberete **Browse** i odaberite prezentaciju. Za prikaz radne površine odaberete **Screenshare**.





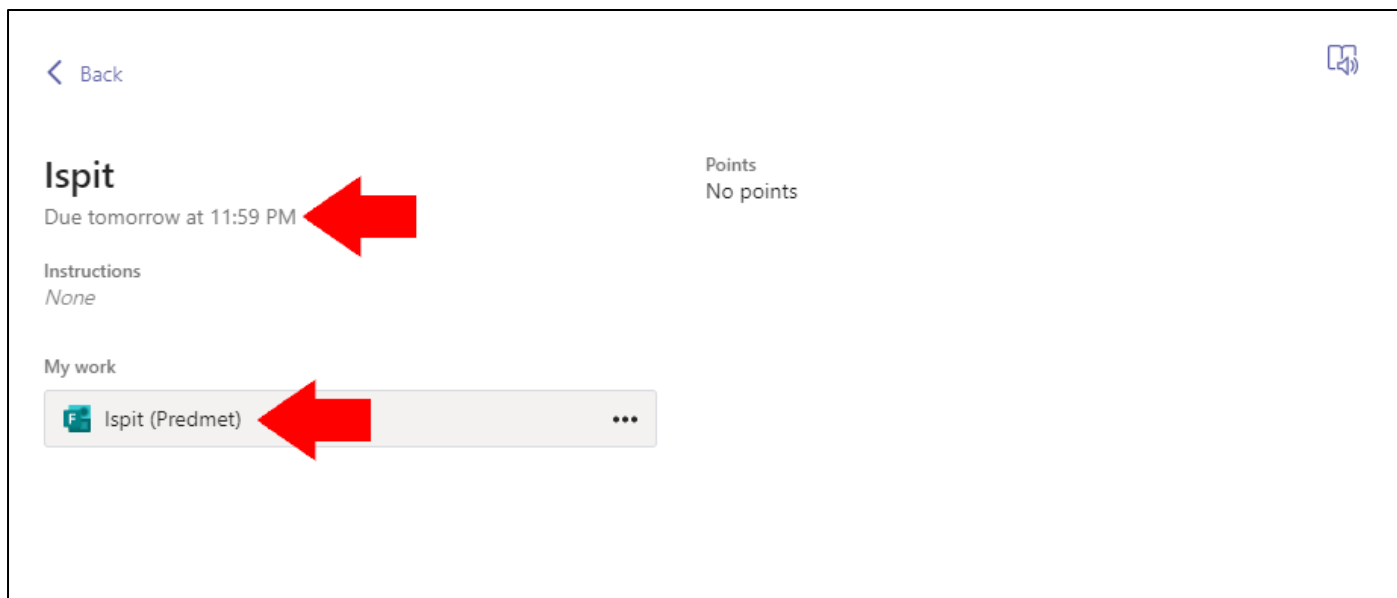
## Rješavanje ispita

Unutar predmeta odaberite **Assignments** i zatim odaberite ispit.

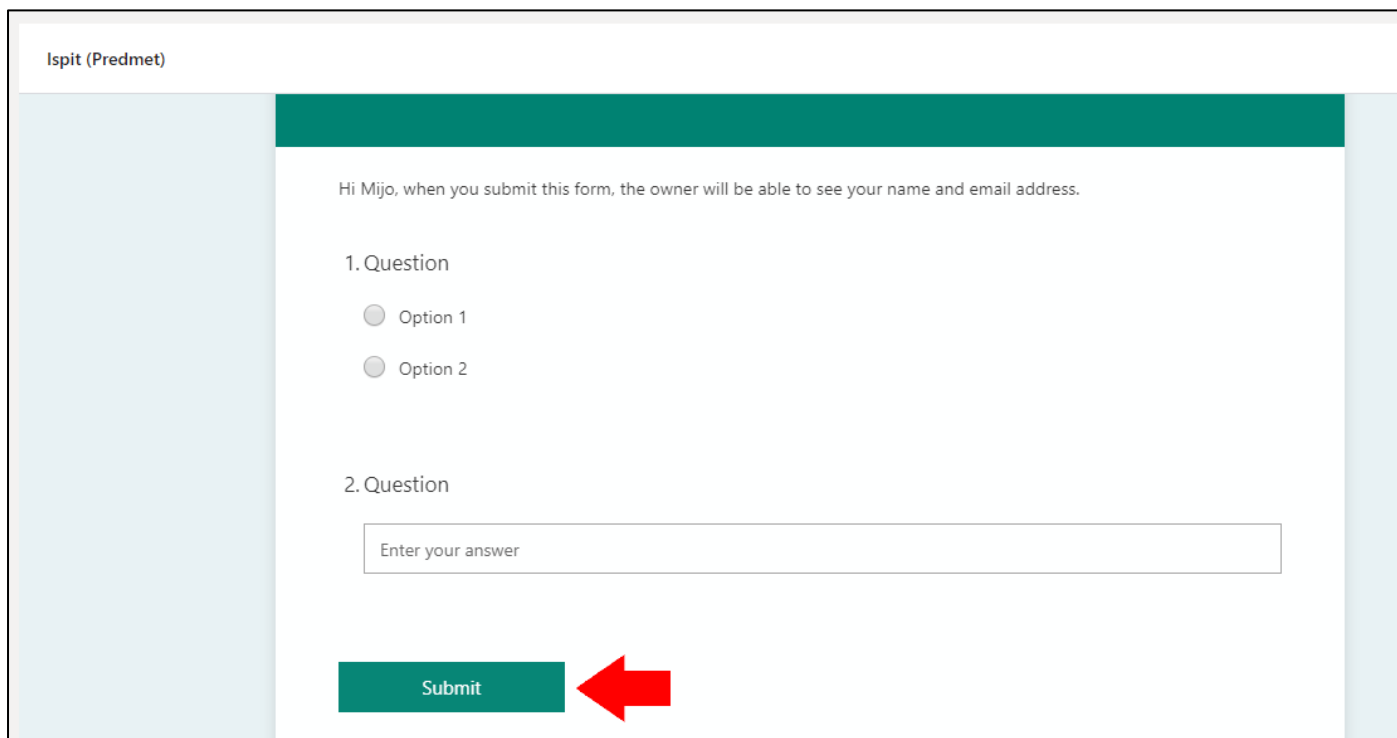


Ispod naslova ispita možete vidjeti do kada možete rješavati ispit.

Odaberite ispit kako bi započeli rješavanje.



Za završetak ispita odaberite **Submit**.



Ispit (Predmet)

Hi Mijo, when you submit this form, the owner will be able to see your name and email address.

1. Question

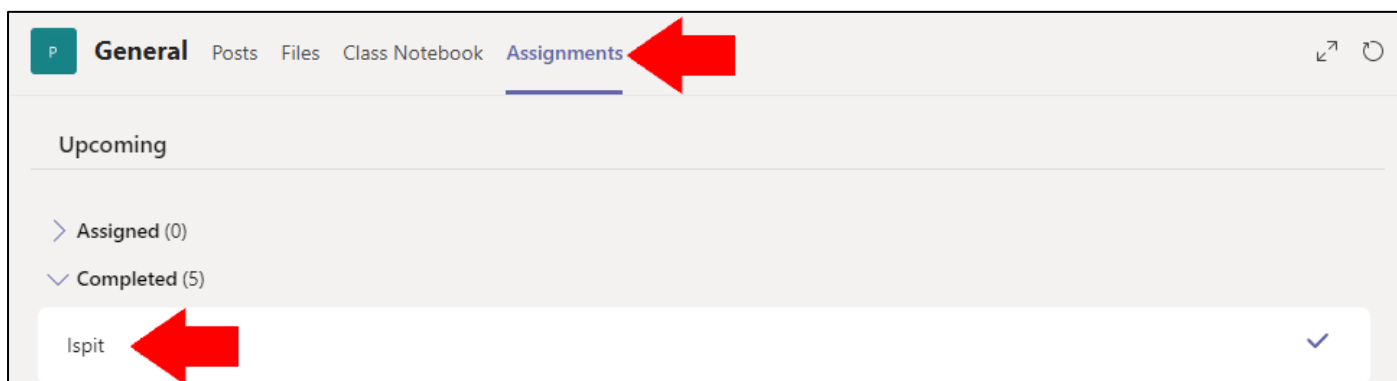
Option 1

Option 2

2. Question

A red arrow points to the Submit button.

Rezultat možete vidjeti pod **Assignments > Completed** i odabirom ispita.



General Posts Files Class Notebook **Assignments**

Upcoming

> Assigned (0)

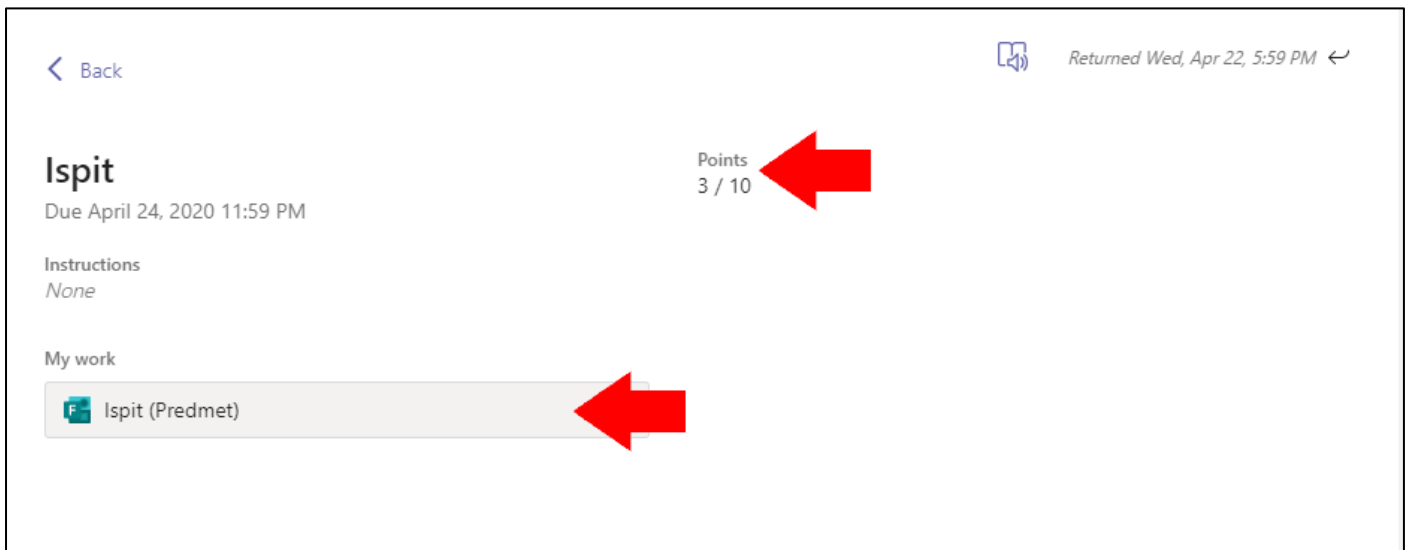
∨ Completed (5)

Ispit

A red arrow points to the Assignments tab, and another red arrow points to the 'Ispit' item under the Completed section.

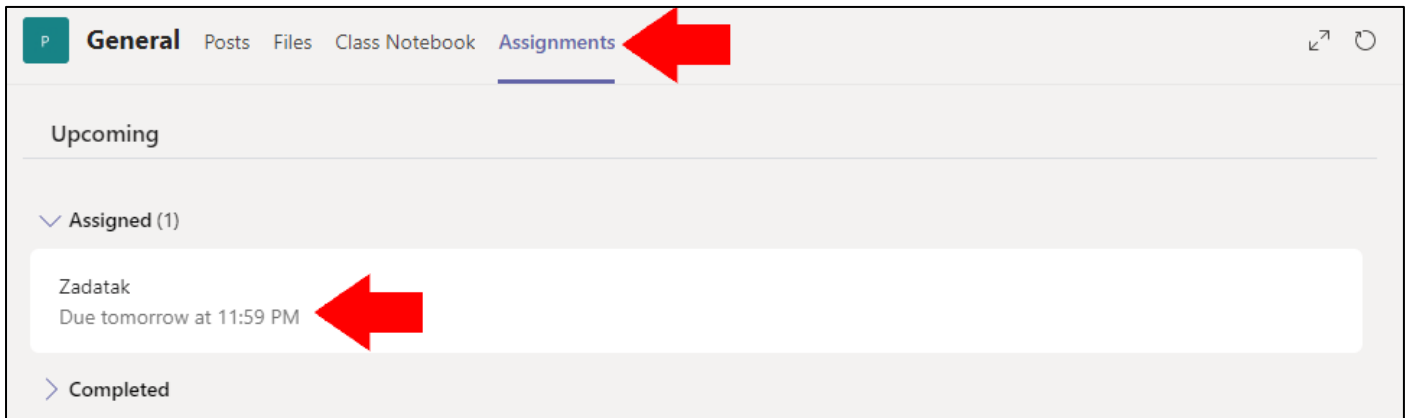
Pod **Points** možete vidjeti broj ostvarenih bodova.

Odabirom ispita možete provjeriti detaljnije rezultate.

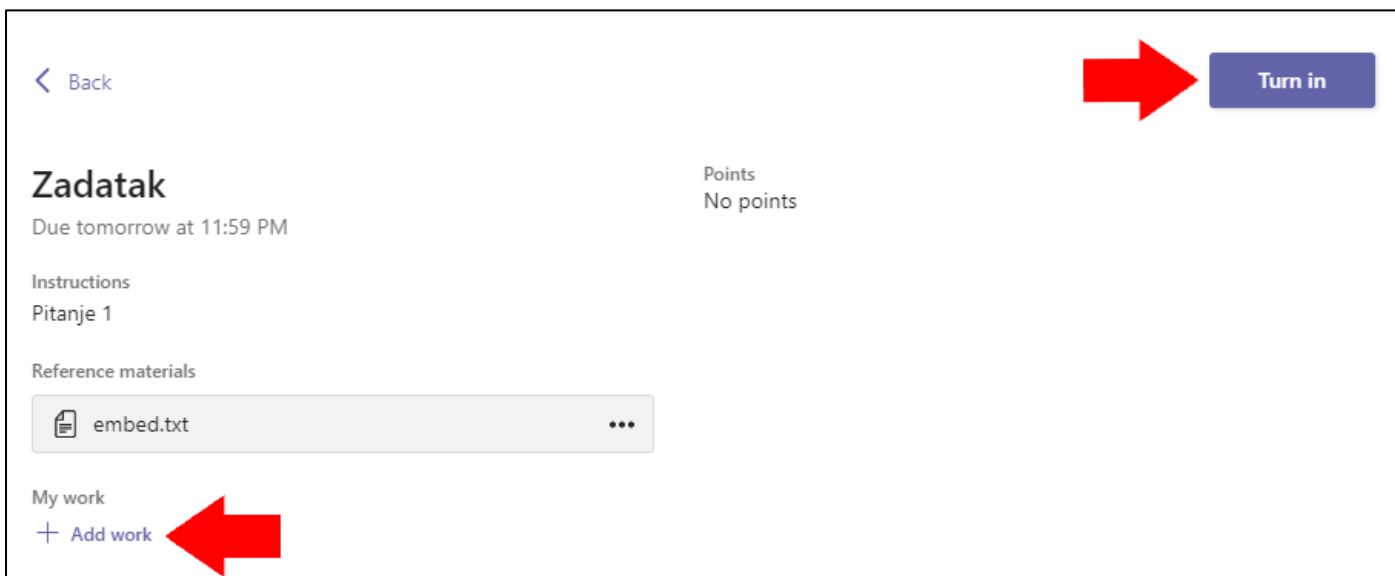


## Predaja zadatka

Unutar predmeta odaberite **Assignments** > **Assigned** odaberite zadatak.

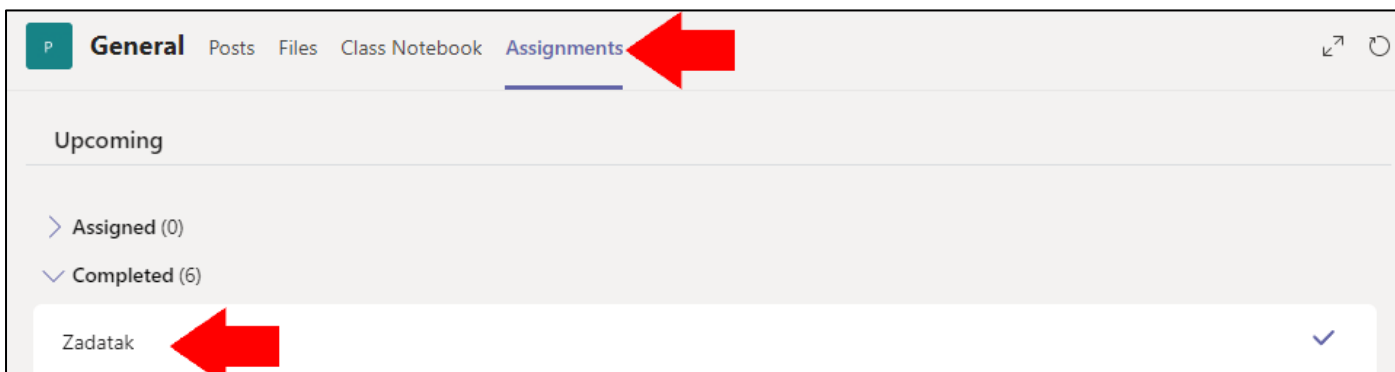


Odaberite **Add work** i dodajte željenu datoteku i odaberite **Turn in** za predaju zadatka.



The screenshot shows a task submission page. At the top left is a 'Back' button. At the top right is a 'Turn in' button, highlighted with a red arrow. The main heading is 'Zadatak' (Task), with 'Points: No points' and 'Due tomorrow at 11:59 PM'. Below this are sections for 'Instructions' (Pitanje 1) and 'Reference materials' (embed.txt). At the bottom left, under 'My work', is an 'Add work' button with a plus sign, highlighted with a red arrow.

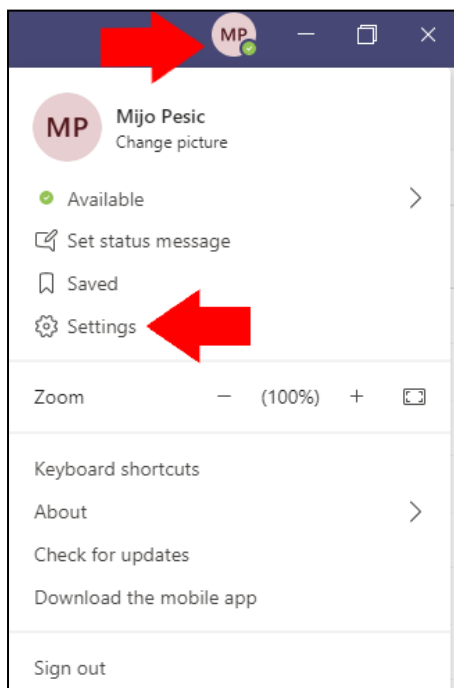
Rezultat možete vidjeti odabirom **Assignments > Completed** i odaberite zadatak te pod **Points** možete vidjeti broj ostvarenih bodova.



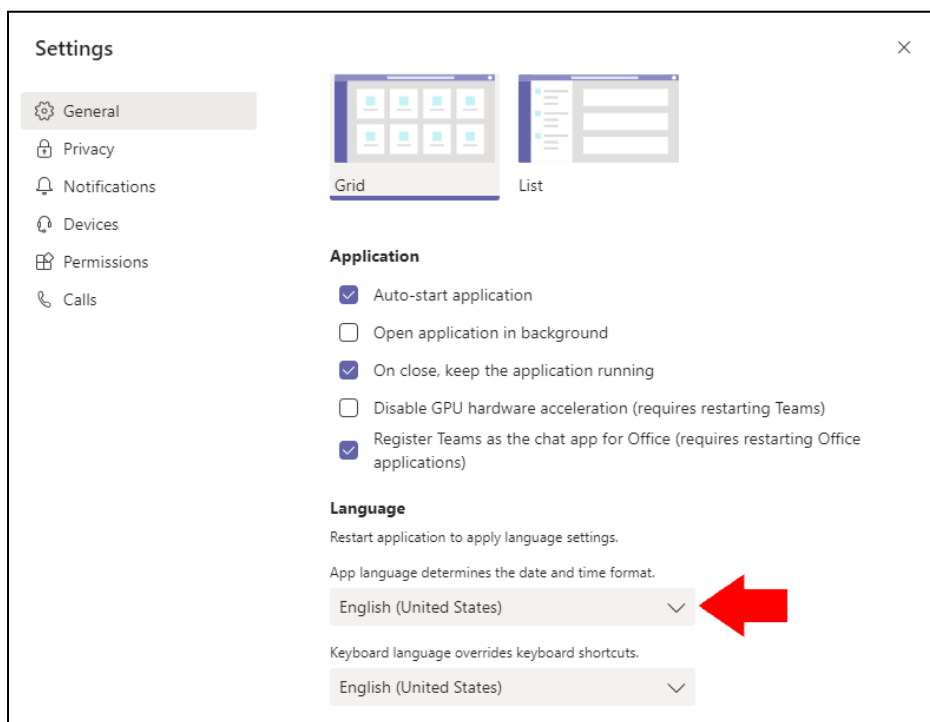
The screenshot shows a course page with tabs for 'General', 'Posts', 'Files', 'Class Notebook', and 'Assignments'. The 'Assignments' tab is selected and highlighted with a red arrow. Below the tabs, there are sections for 'Upcoming', 'Assigned (0)', and 'Completed (6)'. Under 'Completed (6)', a task named 'Zadatak' is listed and highlighted with a red arrow. A blue checkmark is visible to the right of the task name.

## Promjena jezika

Odaberite ikonicu u gornjem desnom kutu i zatim odaberite **Settings**.



Pod **Language > App language determines the date and time format** odaberite željeni jezik i zatim odaberite **Save and restart**.



## Podrška

Služba za informatičku podršku:

e-mail: [informaticka.podrska@vvg.hr](mailto:informaticka.podrska@vvg.hr)